

EXECUTIVE ASSISTANT
JOB ANALYSIS
BACKGROUND INFORMATION

Date of Study: November 13 – 15, 2001

Collective Bargaining Identification: R04

Job Analysis Conducted By: Marian Dilley, Staff Services Manager I
Fred Freeman, Staff Services Analyst

Number of Incumbents: There are (35.45) incumbents in this classification per the Department of Corrections Filled/Vacant Position Report dated October 31, 2001.

Names of the Subject Matter Expert and their background:

Linda Keener, Executive Assistant, California State Prison, Folsom

Linda has been the Executive Assistant to the Warden at Folsom for the past three years. She has been with California Department of Corrections (CDC) for a total of 14 years.

Shannon Arrieta, Executive Assistant, Business Services

Shannon is currently serving on a Training & Development (T&D) assignment as a Staff Services Analyst in the Business Services Office. Prior to her T&D assignment, Shannon worked as an Executive Assistant to the Director of CDC for three years. She has been with CDC for a total of 17 years.

Nellie Gonzales, Executive Assistant, California Correctional Institution

Nellie has been the Executive Assistant to the Warden at California Correctional Institution for the past eleven years. She has been with CDC for a total of 16 years.

Lorraine J. Ecobiza, Executive Assistant, Substance Abuse Treatment Facility at Corcoran

Lorraine has been the Executive Assistant to the Warden at California SATF at Corcoran for one year and nine months. She has been with CDC for a total of four years.

Joanne Gray, Staff Services Analyst, Institutions Division

Joanne is currently working as the Executive Assistant for the Chief Deputy Director Field Operations. Prior to this assignment, she worked as the Executive Assistant to the Deputy Director of Institutions Division for more than three years. She has been with the CDC for a total of six years.

Didi Carrasco, Staff Services Analyst, Personnel Examining Section

Didi is currently working as a Staff Services Analyst in the Personnel Examining Section. Prior to this assignment, she had worked as the Executive Assistant to the Director of the CDC for six years. She has been with CDC for a total of seven years.

INFORMATION GATHERING EXECUTIVE ASSISTANT

The initial lists of Tasks and Knowledge, Skill and Ability Statements were identified after conducting a literature review, which consisted of the following:

- State Personnel Board job specification--Executive Assistant
- Department of Corrections job announcements--Executive Assistant positions
- State of Vermont job specification--Staff Assistant
- Commonwealth of Kentucky job specification--Staff Assistant

Other sources were viewed for information (e.g., the Personnel Examining Exam Folder, the Personnel Operations History File and other State Civil Service websites); however, the information was not relevant to the job analysis and therefore not included.